

# Disaster Recovery Initiative

Community Development Block Grant Program



STATE OF CALIFORNIA  
GRAY DAVIS, GOVERNOR

BUSINESS, TRANSPORTATION AND HOUSING AGENCY  
MARIA CONTRERAS-SWEET, SECRETARY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
JUDY NEVIS, ACTING DIRECTOR

Division of Community Affairs

William J. Pavão, Acting Deputy Director

Community Development Block Grant Program  
General and Native American Allocation

Lisa Phillips, Program Manager

Program Staff

Stuart Baker  
Larry Davis  
Harry Faris  
Allen Jones  
Mimi Kawaguchi  
Susan Kessler  
Rhoda Moser  
Saundra Smith

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>Page Number</b>
A. Contents of the Application.....	1
B. Information Regarding the Disaster Recovery Initiative .....	1
C. Timelines .....	3
D. Instructions for Submitting the Application.....	3
<b>APPLICATION SUMMARY FORM .....</b>	<b>5</b>
<b>ACTIVITY DESCRIPTION FORMS.....</b>	<b>11</b>
<b>DOCUMENTATION AND CERTIFICATION FORMS .....</b>	<b>21</b>
A. Location Maps .....	23
B. Citizen Participation .....	24
<b>CHECKLIST OF ATTACHMENTS TO THE APPLICATION.....</b>	<b>25</b>
<b>APPENDICES.....</b>	<b>27</b>
A. Statement of Assurances .....	28
B. Sample Resolution of the Governing Body .....	33
C. Sample Joint Powers Agreement .....	35
D. Cost categories for General Administration, Activity Delivery, and Program Loan/Activity .....	40
E. Income Limits By County.....	41

## INTRODUCTION

### A. CONTENTS OF THE APPLICATION

The application for the Disaster Recovery Initiative (DRI) funding consists of State forms and other required information. The forms have been developed to provide all applicants with a consistent format for presenting proposed projects and to provide the Department with a method for applying the eligibility criteria in the funding process.

Applicants should refer to the DRI Notice of Funding Availability (NOFA), and the instructions in this application package for a more detailed description of the requirements.

The Application is divided into three sections:

1. The Application Summary form. This is a data collection form that the Department will use to process Grant Agreements for successful applicants. It also contains an important signature block on page 10 that all applicants must use to officially sign the application.
2. The Activity Description forms. These forms are for the applicant to describe and document the need for the proposed activity.
3. The Documentation and Certifications section. This section is for the applicant to attach required maps, certifications, any applicable joint powers agreements, and the authorizing Resolution(s).

### B. INFORMATION REGARDING THE DISASTER RECOVERY INITIATIVE

This application is tailored to the intent and requirements of the federal Department of Housing and Urban Development's (HUD's) DRI program. DRI funding is available to eligible cities, counties, and federally recognized tribes seeking recovery from damage as a result of the ***Winter 1998*** storms.

## **SIGNIFICANT DIFFERENCES FROM THE GENERAL ALLOCATION:**

1. General Administration (GA). Under the DRI program, cities and counties may use up to 18 percent of their grant for general administration and planning costs. This is an increase over the 7½ percent allowed under the State CDBG program for general administration.
2. Rating. Applications received for DRI funding will be rated in a manner very unlike either the State CDBG General Allocation or the State's Economic Development scoring systems. Due to the special nature and intent of the federal initiative, the Department will evaluate applications on a first-come, first-served basis. Only two factors will be considered. Eligible applicants must demonstrate that the activity proposed is eligible and that a 25% match to the DRI funds is committed to in a resolution.
3. Targeted Income Group (TIG) Benefit. While TIG benefit will not be a competitive factor, applicants must demonstrate that at least half (50 percent) of the proposed CDBG expenditures would principally benefit TIG persons and households. For purposes of the DRI program, HUD has provided some additional flexibility in this area.

Consistent with CDBG regulations, activities meet the national objective if they (a) target benefit to TIG households, or (b) provide benefit to an area wherein at least 51 percent of the households in the area are TIG.

In addition to these two traditional provisions, the DRI initiative allows cities, counties and federally recognized tribes to benefit an area that may not be 51 percent TIG, but whose area-wide presence of TIG households is among the jurisdiction's top quartile for TIG concentration. For example, 40 percent of a benefiting area's population may be TIG, and if that is among the highest concentrations of TIG households in the city or county (among the highest quartile, or top quarter of all areas within the jurisdiction), then benefiting that area meets the TIG-benefit national objective.

4. A 25% match is required to be provided. It must be non-federal and non-private.

C. TIMELINES

NOFA and Application Release date: June 18 , 1999

**Application DEADLINE:** **Applications will be continuously accepted until all funds have been committed.**

Awards Announced: Within 30 days of receipt of a complete and eligible application.

D. INSTRUCTIONS FOR SUBMITTING THE APPLICATION:

Applications will be accepted on a continuous basis until all funding is exhausted. So long as funds are available, applications will be accepted.

**Telefaxed applications are not acceptable.**

1. Send two complete sets of the application and all attachments.
2. Package each copy of the application and attachments in an appropriate sized, 3-ring loose-leaf binder.
  - Paginate the pages.
  - Use tabbed pages or other clearly-marked separating device to mark attachments--do not use adhesive stickers or flags--these devices are easily misplaced or lost.
  - PLEASE PROVIDE A TABLE OF CONTENTS TO YOUR APPLICATION.
3. Check the application for completeness.
  - Make sure all attachments are included.
  - Attach the Checklist of Attachments.
  - Date and sign the application on page 10.

4. Send complete applications to:

mailing address: State Community Development Block Grant Program  
Department of Housing and Community Development  
P.O. Box 952054, MS 390-2  
Sacramento, CA 94252-2054

street address: 1800 Third Street, Room 390  
Sacramento, CA 95814

5. For further information: Telephone:(916) 445-6000  
Fax: (916) 323-6016

<b>APPLICATION SUMMARY FORM</b>
---------------------------------

Read the Instructions and use this form to provide background data on the jurisdiction and proposed activity(ies). Enter the jurisdiction's name at the top of each page in the space provided.

**PART A. APPLICANT AND PROJECT INFORMATION**

1-5. Self-explanatory.

6. Itemize the funds requested for each category. The total of all lines must equal the amount requested on line 3.

Line a: Up to 18% of the total amount requested may be used for General Administration.

Line b: The amount allowed for Activity Delivery varies by activity. Acceptable allowances, as a percentage of the total amount of funds requested are from 8 percent to 10 percent.

7. Line a: Check whether the project will be jurisdiction-wide or target area. If you check jurisdiction-wide, skip item b. and go on to question #7.

Line b: If you checked target area, select the smallest unit of Census data that encompasses your proposed target area. For example, if your target area is completely within a Census Block Group, identify that Block Group. If your target area crosses boundary lines for more than one Census Block Group, identify all of those Groups.

8. This part of the form is to show information on the proposed total number of beneficiaries during the term of the grant. For each of the three income group categories, enter only the number of beneficiary households for that specific income group. Proposed activities may not exclude benefit to the Lowest Targeted Income group. See Appendix G for a list of income limits by County.

A. Non-TIG. Section A. of this form is just for households with incomes above 80 percent of the median (non-TIG). If CDBG funds will be used in a project where non-TIG households will benefit, then show those non-TIG household numbers on this chart. If non-TIG households will not be part of a project, then enter a zero in column A.

B. TIG. Enter the number of projects and the number of beneficiaries whose



incomes are greater than 50 percent and up to 80 percent of the county median income (targeted income group).

- C. LTIG. Enter the number of projects and the number of beneficiaries whose incomes are at or below 50% of the county median income (lowest targeted income group). You may not enter a zero in this column--proposed activities may not exclude benefit to the LTIG group.

9-10. Enter the name of the person and title of the city, county, or tribal staff who will be the primary contact with the State regarding this application. Fill in the rest of the requested data as shown on the form. If a consultant or other public agency prepared this application, also complete question #10, following these same instructions.

## **PART B. LEGISLATIVE REPRESENTATIVES**

1. Enter the district number for each type of legislator. If the applicant is in more than one district, list all of the district numbers.
2. Enter the names of the legislators.

The Department will notify all legislators of funding decisions.

## **PART C. SIGNATURE OF AUTHORIZED OFFICIAL(S)**

An authorized representative must sign and date the application. For joint applicants, a representative from each jurisdiction applying must sign and date the application.

**PART A. APPLICANT AND PROJECT INFORMATION**

1. Applicant: ☐ County of \_\_\_\_\_  
☐ City of \_\_\_\_\_, located in the County of \_\_\_\_\_  
☐ \_\_\_\_\_ Tribe of California, located in the County of \_\_\_\_\_
  
2. Please note if the application is a joint application between neighboring counties. If the applicant is a city within an otherwise excluded county, note if the application is a joint proposal between the city and a neighboring DRI-eligible city or county.  
☐ Single applicant application  
☐ Joint application between \_\_\_\_\_, and  
\_\_\_\_\_
  
3. Total amount of DRI funds requested: \$ \_\_\_\_\_
  
4. Official authorized to sign the Grant Agreement per the Resolution:  
Name: \_\_\_\_\_  
(Last) (First) (MI)  
Title: \_\_\_\_\_
  
5. Street address of person authorized in the resolution to sign the grant agreement:  
Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

6. Itemized list of CDBG funds requested. The total requested should match the total amount requested in line 3. above.

Activity	Requested Amount
a. General Administration	\$ _____
b. Activity Delivery Costs	\$ _____
c. Public Works	\$ _____
d. Other: _____	\$ _____
e. Other: _____	\$ _____
f. Other: _____	\$ _____
<b>Total</b>	\$ _____

7. Census Data

a.	Proposed activity is (check one):	jurisdiction wide <input type="checkbox"/> target area <input type="checkbox"/>	
b.	If you checked target area, check which data source you used (see Instructions re: Census Block Group numbers).		
	<input type="checkbox"/>	Census Tract data; enter Census Tract numbers: _____	
	<input type="checkbox"/>	Census Block Group data; enter Census Block Group numbers _____	

8. Proposed Activity(ies) and Beneficiaries by Income Group:

Enter within the appropriate cells the numbers of households within each income category expected to benefit from each proposed activity.

ACTIVITY	A. INCOMES ABOVE 80 % OF THE COUNTY MEDIAN (NON-TIG)	B. INCOMES ABOVE 50% AND UP TO 80% OF THE COUNTY MEDIAN (TIG)	C. INCOMES AT OR BELOW 50 % OF THE COUNTY MEDIAN (LTIG)

9. Applicant's Staff Contact Information:

Last:	First:	MI:
Title:		
Mailing Address:		
City:	State:	Zip:
Telephone #: Area Code: ( )		Fax #: Area Code: ( )

10. Consultant/Other Public Agency Contact Information:

Last:	First:	MI:
Title:		
Mailing Address:		
City:	State:	Zip:
Telephone #: Area Code: ( )		Fax #: Area Code: ( )

**PART B. LEGISLATIVE REPRESENTATIVES**

<b>Member of the Assembly</b>	<b>State Senator</b>	<b>Member of Congress</b>
1. District No.	1. District No.	1. District No.
2. Name:	2. Name:	2. Name:

**PART C. OFFICIAL(S) AUTHORIZED TO SUBMIT APPLICATION**

Name\_\_\_\_\_ Title\_\_\_\_\_  
\_\_\_\_\_  
(Print)

Signature\_\_\_\_\_ Date\_\_\_\_\_  
\_\_\_\_\_

Name\_\_\_\_\_ Title\_\_\_\_\_  
\_\_\_\_\_  
(Print)

Signature\_\_\_\_\_ Date\_\_\_\_\_  
\_\_\_\_\_

## ACTIVITY DESCRIPTION FORMS

This section contains CDBG application forms with instructions. Use these forms to describe your proposed activity.

How to proceed:

1. Complete all parts of the application. If applying for more than one activity, complete forms for each activity. **Photocopy** additional pages as needed.
2. Review the Checklist of Attachments to be sure you have included all the required and necessary documentation.

**A. NEED FOR THE ACTIVITY.** Enter the name of the jurisdiction or tribe on the top of the page in the space provided.

1. Activity. List the CDBG activity. If CDBG will be paying for assessments, check the activity for which the assessments are being levied.
2. Description. Damage description, project description, and environmental clearance information (self-explanatory).

Attach copies of relevant documentation of the damage created by the flood. The most effective methods of documentation include:

- a. Surveys of damage showing the number of people harmed and at-risk due to damaged facilities.
- b. Letters from FEMA, OES, the Corps of Engineers, or others describing the direct health and safety impact on residents resulting from the project's flood damage.

For the documentation chart, please indicate in the column marked "Documentation," the type of documentation used--e.g., a letter, resolution, newspaper clipping, report, etc..., and attach a copy of the documentation. In the next two columns, enter the name and phone number of a contact person for each source used. Documentation from an **outside agency** stating that the problem the project is addressing is severe and health threatening will strengthen an application.

**B. TARGETED INCOME GROUP BENEFIT**

In the space provided, describe how the applicant will comply with the requirement that at least 50 percent of the ***DRI CDBG dollars*** will principally benefit TIG households and persons.

When addressing a neighborhood or community-wide public works problem, benefit is generally provided to all the occupants of a geographic area or all users of the facility/service. Typically, only a portion of the CDBG funds for such an activity benefits TIG households, unless the target area is extremely depressed.

The proposed level of TIG benefit will not be a competitive factor. However, meeting the federal 50 percent funding requirement is critical. Under the DRI program, HUD has provided some additional forbearance in this matter. (see SIGNIFICANT DIFFERENCES FROM THE GENERAL ALLOCATION on page 2 of this application)

### C. COMMITMENT OF OTHER FUNDING

1. A significant requirement of the DRI funds is that the local jurisdiction or tribe provide a 25% match for the DRI funds. This match cannot be other federal or private dollars.
  - 1.a. Commitment of Local Funding. Clearly identify the local source of funds and give the dollar amount as shown in the local Resolution. Write in the number of the Resolution and attach an adopted, signed, and dated copy.
  - 1.b. Commitment of Other Federal, State, and Private Leverage. Clearly identify all sources of federal, state, or private leverage, if any. Enter the dollar amounts being contributed.
2. Sources and Uses form.

Sources. The major funding sources are printed on the form. The amounts and sources for local and private contributions should match the information provided on leverage tables 1.a. and 1.b. In addition, make entries here for any State, Federal, or other sources not shown on the leverage tables that you will be using to finance the entire project. For "State" funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to your proposed project and enter the amounts you plan to use. Allocate the amounts across the table to the funds you expect to receive from all the sources listed. This chart should include costs for the entire project (not just the CDBG portion). Your cost estimates can assist you in calculating these entries.

For the Construction line, include a factor for Davis-Bacon wages. Also, all

construction costs should include a contingency established in the line item. General administration costs should include staff time for clearing the grant agreement special conditions and grant reporting.

**D. DUPLICATION OF BENEFITS**

Federal DRI regulations at 24 CFR Chapter 5 [Docket No. FR-4254-N-01] state in Section F, Eligible Activities, that grantees may not use DRI funds for activities reimbursable or for which funds are **made available** by the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) or the U.S. Army Corps of Engineers (USACE). DRI funds can be used to supplement, and **not replace**, these federal disaster assistance sources. Section K, Acquisition (Buyouts) of Flood-Damaged Properties, of the Federal DRI regulations also further discusses the duplication of benefits issue.

- 1.a. Public Works Projects. Complete the chart.
- 1.b. Submit documentation that assistance was requested from and/or received from the appropriate public agency.
- 1.c. If applicable, submit documentation that additional funds are needed for the project above funding provided by FEMA and the USACE.
2. Individual Assistance Activities. Provide a “Duplication of Benefits Plan” with your application. This plan should detail how the applicant plans to avoid duplicating DRI dollars with other available federal dollars. Contact your CDBG Representative for assistance with the required contents of this plan.



**A. NEED FOR THE ACTIVITY**

1. What will the CDBG dollars be used for? (Refer to the Funding Guidelines section of the NOFA for a description of eligible and ineligible activities.)

- ☐ Flood Control and Storm Drainage
- ☐ Sewer
- ☐ Water Distribution
- ☐ Acquisition
- ☐ Relocation
- ☐ Debris Removal
- ☐ Rehabilitation
- ☐ Other \_\_\_\_\_

2. Damage description, project description, and environmental clearance.

a. Attach a description of the damage sustained county- or city-wide during the Winter 1998 flooding. Provide third party documentation of the problem (e.g., from FEMA, OES, Corps of Engineers). Where third party documentation is not available, submit local descriptions of the damage sustained and continuing need for assistance. The strongest applications will contain third party confirmation. Summarize the documentation in the chart below.

In the column marked "Documentation," indicate the type of documentation (e.g., letter, resolution, newspaper clipping, report, etc.) and attach a copy of the documentation. Enter the name and telephone number of a contact person for each source used.

--	--	--	--

**Disaster Recovery Initiative  
Activity Description Form  
Applicant**

SOURCE	DOCUMENTATION	CONTACT	PHONE
Office of Emergency Services			
Corps of Engineers			
Federal Emergency Management Agency			
Other			

- b. Attach a description of the damage that would be mitigated by CDBG funding as proposed in this DRI application. That is, describe the project's damage, and what the consequences would be if left unrepaired.
- i. Describe what severe health and safety needs this activity addresses.
  - ii. Describe the likelihood that the requested funds would substantially reduce or eliminate the damage?
- c. Environmental Clearance

Attach a description of the anticipated level of environmental clearance for each activity. Also describe if any environmental clearance tasks have been completed to date. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. Public Works activities may require a high level of environmental clearance.

NOTE: If you have environmental review documents for your proposed project that were prepared by another agency (e.g., USDA Rural Development), these documents may or may not satisfy environmental review requirements for HUD purposes. You may wish to contact a CDBG representative for further guidance.

**B. TARGETED INCOME GROUP (TIG) BENEFIT**

Explain how you will assure that at least 50 percent of the DRI CDBG dollars will

principally benefit TIG households and persons.

**C. COMMITMENT OF OTHER FUNDING.** This section of the application has two parts: (1) information about other funding commitments for the proposed project (local and other funding sources), and (2) information about how all the funds will be used (sources and uses chart).

1. Other funding commitments. List the amounts and sources of contributions other than CDBG (federal, State, local, and private) in the Charts 1.a. and 1.b. Attach documentation of commitments.
- 1.a. Commitment of Local Funding. If any of the local contributions are from the Redevelopment Agency, please attach a separate Resolution from the RDA. Identify the original source of the local funds (i.e., some local funds may have originated as Federal or State funding passed on to the locality).

Local Funding Source	Amount in Dollars in Resolution	Resolution Number (attach a copy of the Resolution)

- 1.b. Commitment of Other Federal, State, and Private Funding. List other necessary funding sources and attach letters of commitment.

	Amount in	Date of
--	-----------	---------

**Disaster Recovery Initiative  
Activity Description Form**  
\_\_\_\_\_  
**Applicant**

---

<b>Other Funding Source</b>	<b>Dollars in Letter from Source</b>	<b>Commitment Letter (attach a copy of the letters)</b>

2. Sources and Uses Form. Show all funds you plan to use: the CDBG funds applied for, the non-CDBG funds from leverage charts #1a. and b., and all other funding sources that will be used on the entire project.

SOURCES

USES	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State	Other Sources	Total
Land Acquisition								
Building Acquisition								
Repair Construction Costs								
Equipment								
Final Plans & Specs								
Contingency								
General Administration								
Activity Delivery								
Relocation								
Other								
Total								

**D. DUPLICATION OF BENEFITS**

DRI applications must provide documentation of the request for assistance to the appropriate federal agency, along with the response from the agency. In some instances, DRI funds may not be used in those circumstances where the jurisdiction could have applied for other federal assistance.

1. ***Public Works Projects.*** Complete parts a., b., and c. (if applicable) below:

a. Complete the following table:

Federal Agency	Benefit Information	
	<i>Applied for Assistance?</i>	<i>Amount of Assistance Received</i>
Federal Emergency Management Agency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable, Explain:	\$_____
U.S. Army Corps of Engineers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable, Explain:	\$_____
U.S. Small Business Administration	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable, Explain:	\$_____

b. Submit documentation of the federal agency award letter, or a copy of the declination letter.

c. If requesting DRI funds to supplement other federal disaster assistance

funds, provide documentation that additional funds are needed to complete the project. Examples of acceptable documentation can be a letter from the USACE indicating its funding was limited by a cost/benefit ratio and did not cover all eligible disaster-related costs, or a letter from FEMA denying an augmentation to its existing grant.

2. ***Individual Assistance Activities.*** For activities providing assistance to individual disaster victims, provide a written plan (“Duplication of Benefits Plan”) detailing how the jurisdiction will obtain information regarding an individual’s application to the appropriate federal agencies, and the federal agencies response of award or denial. The plan should also state that the jurisdiction will review the benefits received ***or offered*** to each individual requesting DRI assistance, and will only award DRI funds when it can be determined there is no duplication of benefits.

<b>DOCUMENTATION AND CERTIFICATION FORMS</b>
--

Applicants must complete and include with the application a series of documentation forms and authorizing documents for the items described below. Complete the relevant forms and place them into this section of the application.

1. Location Maps: required; instructions are in this section.
2. Citizen Participation prior to application: required; form is in this section.
3. Statement of Assurances: required, see Appendix A. All applicants must use the form provided by the State.
4. Resolution of the Governing Body: required, see sample in Appendix B.

The Resolution submitted with this application must be a certified copy of the Resolution. It must authorize submission of the application, approve the application's contents, and authorize its execution (and any amendments thereto). CDBG staff strongly recommends that applicants use the suggested language in the sample form.

5. Joint Powers Agreement: may be required, see below:

An Agreement is required by the CDBG Regulations, Section 7070(c)(4) as part of an application on behalf of another jurisdiction or for joint applications. Applicants must prepare an Agreement if the following conditions exist:

- a. if one application is submitted by two or more jurisdictions,
- b. if a county is applying on behalf of a city in the same county, or
- c. if a county applicant is applying on behalf of itself and a city in the same county.

Section 7060(d) provides that such agreements must be on forms provided by the Department. See Appendix C for a sample form.



Additional provisions may be added by applicants either by attachments to the agreement or by typing additional provisions or exceptions into the spaces provided on the form. Space has been left between each paragraph for applicants to modify any provisions to fit the applicant's particular situation. The applicant should enter "not applicable" if a provision clearly has no meaning in light of the activities proposed. Do not leave any lines blank.

If the applicant proposes to create a separate Joint Powers agency, the Department must be consulted regarding the inclusion of legal requirements.

Please read the instructions below and return the requested information with your application.

1. **Ethnic/TIG concentration maps.** Based on the applicant's knowledge of the area and available data, provide a map of the jurisdiction that shows:
  - a. the location of concentrations of non-white persons and Hispanic persons within the entire city or county, and
  - b. the location of concentrations of targeted income group families within the jurisdiction.
2. **Location map.** A location map must include:
  - a. the number and boundaries of census tract(s) or enumeration districts(s) within which CDBG funds will be spent, and
  - b. the general location of the proposed activities, including geographic boundaries of the target or service areas covered by each activity.
3. **Project site map.** For site specific activities, include a project site map which shows:
  - a. dimensions of the lot
  - b. dimensions of existing and proposed structures
  - c. location and size of existing and proposed infrastructure (road, water, sewer, etc.)
  - d. name of adjacent street and identification of the nearest intersection

The Program's Citizen Participation requirements are described in the DRI NOFA. If a jurisdiction received written comments as part of the public hearings process prior to submitting the CDBG application, a copy of the comments must be submitted with the application. Use this section of the application to make sure you have met this requirement.

1. Did the jurisdiction receive written comments during the public hearings process prior to submitting this application?

☐ Yes                      ☐ No

2. If you checked yes, attach a copy of the comments and of the jurisdiction's response to those comments. Be sure to make an entry on the Checklist of Attachments.

.

## Checklist of Attachments Applicant

NOTE: All the attachments listed here are part of this application. Not all documents will apply to all activities.

1. Enter jurisdiction name at top of each page.
2. Make a checkmark for each item on the list. Do not leave any item blank--check either "included" or "not applicable."
3. Enclose and mark each attachment. **Incomplete applications will not be considered for funding.**
4. Return a copy of this Checklist with your application.

	<i>Check if</i>		<i>Page #</i>
	<i>Included</i>	<i>Not Applicable</i>	<i>Location in your Application</i>
<b>TABLE OF CONTENTS TO APPLICATION</b>	<input type="checkbox"/>		N/A
<b>APPLICATION SUMMARY FORM</b>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
• Signature page is complete	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>ACTIVITY DESCRIPTION FORMS</b>			
• Documentation of need	<input type="checkbox"/>	<input type="checkbox"/>	_____
• TIG benefit documentation (Census Information)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Resolutions and letters of commitment for local and private leverage	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Duplication of Benefits Chart and documentation of federal assistance/denial. Or, for individual assistance "Duplication of Benefits" Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____

*Check if*

*Page #*

**Checklist of Attachments**  
**Applicant**

	<i>Included</i>	<i>Not Applicable</i>	<i>Location in your Application</i>
--	-----------------	-----------------------	---

**DOCUMENTATION AND CERTIFICATION FORMS**

- |    |  |                          |                          |       |
|----|--|--------------------------|--------------------------|-------|
| 1. | Maps (page ____)                                 |                          |                          |       |
|    | • Ethnic/TIG concentration map                   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
|    | • Location map                                   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
|    | • Project site map                               | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. | Citizen Participation form (page ____)           | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. | Statement of Assurances (Appendix B)             | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. | Resolution of the Governing Body<br>(Appendix C) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. | Joint Powers Agreement<br>(Appendix D)           | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**CHECKLIST OF ATTACHMENTS**

Be sure to send a copy of this Checklist with your application.	<input type="checkbox"/>	_____
---	--------------------------	-------

**OTHER**

If you have any attachments in addition to what is listed here, please identify them in the space below. Indicate a page number location where item(s) are located in your Application.

---



---



---



---

**APPENDICES**

- A Statement of Assurances
- B Sample Resolution of the Governing Body
- C Sample Joint Powers Agreement
- D Cost categories for General Administration, Activity Delivery, and Program Loan/Activity
- E Census Data Centers

The City/County/Tribe of \_\_\_\_\_ hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.
3. It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:
  - a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
  - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title;
  - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
  - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal;
  - e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
  - f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.
4. Its CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national

objectives: benefit to low and moderate income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

5. It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for "recipients" of block grant funds as set forth in 24 CFR, Part 58, entitled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).
6. It consents to assume the role of either "Lead Agency" as defined by Section 21067 of the California Public Resources Code, or if another agency is or will be designated "Lead Agency," it consents to assume the role of "Responsible Agency" as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.
7. It has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.
8. It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because:
  - a. It imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or
  - b. It creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
  - c. It was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
  - d. The applicant has a housing element which the Department of Housing and Community Development has found to be adequate, unless a final order has been issued by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or
  - e. The use of the funds applied for in this application is restricted for housing for the targeted income group.
9. It will comply with the regulations, policies, guidelines, and requirements of OMB



Circular Numbers A-87, A-128, A-102 and A-121, where appropriate, and the State CDBG regulations.

10. It shall comply with the following regarding nondiscrimination:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
  - c. Section 109 of the Housing and Community Development Act of 1974, as amended.
  - d. Section 3 of the Housing and Urban Development Act of 1968, as amended.
  - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
  - f. Executive Order 11063, as amended by Executive Order 12259.
  - g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
  - h. The Age Discrimination Act of 1975 (Public Law 94-135).
  - i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.
11. It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and will certify that it is following a residential anti-displacement and relocation plan.
12. It will comply with the following regarding labor standards:
  - a. Section 110 of the Housing and Community Development Act of 1974, as amended.
  - b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
  - c. Davis-Bacon Act as amended (46 U.S.C. 276a) regarding prevailing wage rates.

- d. Contract Work Hours and Safety Standards Act (40 USC 327-333) regarding overtime compensation.
  - e. Anti-Kickback Act of 1934 (18 USC 874) prohibiting "kickbacks" of wages in federally assisted construction activities.
- 13. It will comply with the Architectural Barriers Act of 1968 (42 USC 4151) and implementing regulations (24 CFR Part 40-41).
- 14. It will enforce standards of conduct which govern the performance of its officers, employees, and agents engaged in the administration of contracts funded in whole or in part by the CDBG Program (Section 7120(d) of the State regulations).
- 15. It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
- 16. It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.
- 17. It will not employ, award contracts to, or otherwise engage the services of any contractor while that contractor is in a period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR Part 24.
- 18. It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
- 19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:
  - a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding or
  - b. for the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of a. above.
- 20. It will adopt and enforce policies
  - a. prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations and
  - b. enforcing applicable State and local law against physically barring entrance to or

exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The certification is made under penalty of perjury under the laws of the State of California.

CERTIFYING OFFICIAL: \_\_\_\_\_  
(Chief Administrative Executive)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Sample Resolution of the Governing Body**  
**Appendix B**

---

NOTE: An application for the State CDBG Program is to include, at a minimum, the following information in a resolution. Applicants have the option of including any additional pertinent information.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE GENERAL/NATIVE AMERICAN ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA FOR THE PURPOSES OF THIS GRANT.

BE IT RESOLVED by the City Council of the City of \_\_\_\_\_ as follows:

**SECTION 1.**

The City Council has reviewed and hereby approves an application for up to: (list activities, location and dollar amount)

Main Street Water Line: \$200,000

Southgate Neighborhood Housing Rehabilitation: \$300,000

General Administration: \$37,500

**SECTION 2.**

If the grant application is approved, the City will provide local leverage for the water line/rehabilitation program as follows:

Staff time: \$5,000

Permit fee waivers: \$3,500

Redevelopment Agency funds: \$100,000

Public Works improvements in the rehabilitation area: \$50,000

Regulatory relief:

- 1) waiver of the requirement to install curb, gutter, and sidewalk
- 2) waiver of the requirement for covered, off-street parking

**SECTION 3.**

The City Manager is hereby authorized and directed to act on the City's behalf in all matters pertaining to this application.

**SECTION 4.**

If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any amendments thereto with the State of California for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City  
of \_\_\_\_\_ held on \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Signature

Mayor of the City of \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Signature

City Clerk of the City of \_\_\_\_\_

**Sample Joint Powers Agreement  
Appendix C**

---

This agreement, dated for convenience \_\_\_\_\_, 199\_\_ is made by and between the City/County of \_\_\_\_\_, a political subdivision of the State of California, and the City/County of \_\_\_\_\_, a political subdivision of the State of California.

Whereas: The community development activities applied for in the State's Community Development Block Grant Program consist of:

---

---

---

---

---

and;

Whereas: These community development objectives may be best achieved and most cost-effectively administered through the cooperative efforts of the City/County of \_\_\_\_\_ and the City/County of \_\_\_\_\_

—

and:

Whereas: Section 7060(d) of Title 25 of the California Code of Regulations requires a Joint Powers Agreement which meets the requirements of Article I, Chapter 5 of Title 1 (commencing with Section 6500) of the Government Code in order to submit a joint application for the State Community Development Block Grant Program;

Now therefore; the parties hereto agree to the following:

I. General

This agreement is subject to the terms and requirements of Article I, Chapter 5 of Title 1 (commencing with Section 6500) of the Government Code and Subchapter 2 of Chapter 7 of Title 25 of the California Code of Regulations.

II. Purpose

This agreement sets forth the relationships and responsibilities of the parties hereto for the purpose of applying for and, if successful, the administration and implementation of the State Community Development Block Grant Program. If funded, the parties shall be responsible for the areas designated below.

**III. Block Grant Contract Management**

- a. The City/County of \_\_\_\_\_ shall be responsible for the management of the State Community Development Block Grant Program Grant Agreement executed with the State of California for the purpose of receiving these funds. These responsibilities, except as noted below in subparagraph IIIb, include but are not limited to:
1. Setting up of any cash depositories as required by 25 Code of Regulations 7098.
  2. Any bonding and insurance as required by 25 Code of Regulations 7100, and Section 6505.1 of the Government Code.
  3. Recordkeeping as required by 25 Code of Regulations 7102.
  4. Program income requirements of 25 Code of Regulations 7104.
  5. Financial management in conformance with the requirements of 25 Code of Regulations 7106.
  6. Financial reporting as required by 25 Code of Regulations 7108.
  7. Performance reports as required by 25 Code of Regulations 7110.
  8. Any revisions pursuant to 25 Code of Regulations 7114.
  9. The grant closeout procedures of 25 Code of Regulations 7116.
  10. Property management and procurement in conformance with 25 Code of Regulations Sections 7118 and 7120.
  11. Audit requirements of 25 Code of Regulations 7122.
- b. The City/County of \_\_\_\_\_ shall be responsible for the following exceptions to the contract management requirements:

---

---

---

---

**IV. Grant Implementation**

- a. The City/County of \_\_\_\_\_ shall be responsible for the implementation of the program contained in the grant application for the State Community Development Block Grant funds. These responsibilities, except as noted below in subparagraph IV.b., include but are not limited to:
1. Citizen participation as required by 25 Code of Regulations 7080 and the Housing and Community Development Act of 1974, including amendments.
  2. Environmental reviews as required by 25 Code of Regulations 7082.
  3. Labor standards as required by 25 Code of Regulations 7088 and 7096.
  4. Program design, work write-ups, bid processes, change orders, inspections, construction management and other related program implementation steps required for the successful completion of the program.
  5. All other program requirements as set forth in Subchapter 2 of Chapter 7 of Title 25 of the Code of Regulations (the State Community Development Block Grant Program regulations).
- b. The City/County of \_\_\_\_\_ shall be responsible for the following exceptions to the contract management requirements:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**V. Additional Responsibilities**

In addition to the aforesaid delegations of responsibilities, the parties hereto, pursuant to Section 6504 of the Government Code, also agree as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



VI. Personnel

Personnel used in the implementation of the program shall be employees of \_\_\_\_\_ and under the supervision of \_\_\_\_\_ for the sole purpose of accomplishing the tasks set forth in the application for the State Community Development Block Grant funds.

VII. Use of Property, Equipment, and Utilities

- a. The City/County of \_\_\_\_\_ shall provide the following property, equipment and utilities for use by the City/County of \_\_\_\_\_ for the purpose of implementing the State Community Development Block Grant Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Pursuant to Government Code Section 6505.1, the following shall have charge of, handle, or access to the property or equipment set forth above (name persons if so desired):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VIII. Duration of this Agreement

This agreement shall be effective upon the date the applicant receives notice from the State that the application has been funded. The City/County of \_\_\_\_\_ shall be responsible for the execution of all grant documents necessary for the administration of the program. This agreement shall remain in affect until such time as the grant agreement has been successfully closed out by the State.

In the event the joint Block Grant Application is not funded, this agreement shall be null and void and have no legal affect.

IX. Disposition of Acquired Property or Assets

All property, real or personal, acquired during the administration of this program shall be disposed of in accordance with the provisions of Title 25 of the Code of Regulations, Sections 7116 and 7118. Any surplus funds contributed to the program by the parties to this agreement and remaining on hand after the completion of the program shall be returned in proportion to the contributions made.

X. Amendments

Any amendments or modifications to this agreement must have the prior approval of the State and may not materially affect the State's responsibilities for administering this program.

**XI. Assurances**

Both parties to this agreement agree to be bound by any and all assurances required pursuant to 25 Code of Regulations, Section 7070(c)(3).

**XII.** This agreement shall be accompanied by certified resolutions from each party authorizing its execution.

**XIII. Additional Provisions**

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and attested by their proper officer hereunder, duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

_____ Name	_____ Name
_____ Title	_____ Title
_____ Date	_____ Date
City/County of _____	City/County of _____

**APPROVED**

_____ Name State Department of Housing and Community Development	_____ Date
--	---------------

<b>Costs</b>	<b>General Administration</b>	<b>Activity Delivery</b>	<b>Program Loan/Activity</b>
Advertisements	X	X	
Appropriate Fees		X	X
Attend Workshops (HCD)	X		
Bidders Conferences		X	X
Construction			X
Engineering Draw/Design		X	
Environmental Studies	X		
Fiscal Reporting	X		
General Coordination	X		
Indirect Costs	X	X	
Insurance Premiums		X	
Loan Processing*		X	
Meetings with Banks		X	
Meetings with Homeowners		X	
Personnel	X		
Procurement	X		
Program Reporting		X	
Project Inspections		X	
Relocation Costs	X	X	X
Work Write-ups		X	

\* Costs of processing loans funded by another source may be charged to the CDBG-funded program if the other loan program is to be part of the jurisdiction's CDBG activity and is identified in Section D., Leverage, of the Activity Description form.

**Income Limits by County**  
**Appendix E**

		NUMBER OF PERSONS IN FAMILY							
COUNTY	STANDARD	1	2	3	4	5	6	7	8
ALAMEDA	Very low income	22150	25300	28500	31650	34200	36700	39250	41800
Area median:	Lower income	31700	36250	40750	45300	48900	52550	56150	59800
\$63,300	Median income	44300	50650	56950	63300	68350	73450	78500	83550
	Moderate income	53150	60750	68350	75950	82050	88100	94200	100250
ALPINE	Very low income	12900	14750	16600	18450	19950	21400	22900	24350
Area median:	Lower income	20650	23600	26550	29500	31900	34250	36600	38950
\$36,900	Median income	25850	29500	33200	36900	39850	42800	45750	48700
	Moderate income	31000	35450	39850	44300	47850	51400	54950	58500
AMADOR	Very low income	14900	17000	19100	21250	22950	24650	26350	28050
Area median:	Lower income	23800	27200	30600	34000	36700	39450	42150	44900
\$42,500	Median income	29750	34000	38250	42500	45900	49300	52700	56100
	Moderate income	35700	40800	45900	51000	55100	59150	63250	67300
BUTTE	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
CALAVERAS	Very low income	12800	14650	16450	18300	19750	21250	22700	24150
Area median:	Lower income	20500	23400	26350	29300	31600	33950	36300	38650
\$36,600	Median income	25600	29300	32950	36600	39550	42450	45400	48300
	Moderate income	30750	35100	39500	43900	47400	50900	54450	57950
COLUSA	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
CONTRA COSTA	Very low income	22150	25300	28500	31650	34200	36700	39250	41800
Area median:	Lower income	31700	36250	40750	45300	48900	52550	56150	59800
\$63,300	Median income	44300	50650	56950	63300	68350	73450	78500	83550
	Moderate income	53150	60750	68350	75950	82050	88100	94200	100250
DEL NORTE	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
EL DORADO	Very low income	18000	20550	23150	25700	27750	29800	31850	33900
Area median:	Lower income	28800	32900	37000	41100	44400	47700	51000	54300
\$51,400	Median income	36000	41100	46250	51400	55500	59600	63750	67850
	Moderate income	43200	49350	55550	61700	66650	71550	76500	81450

**Income Limits By County**  
**Appendix E**

		NUMBER OF PERSONS IN FAMILY							
COUNTY	STANDARD	1	2	3	4	5	6	7	8
FRESNO	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
GLENN	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
HUMBOLDT	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
IMPERIAL	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
INYO	Very low income	13750	15700	17700	19650	21200	22800	24350	25950
Area median:	Lower income	22000	25150	28300	31450	33950	36450	39000	41500
\$39,300	Median income	27500	31450	35350	39300	42450	45600	48750	51900
	Moderate income	33000	37700	42450	47150	50900	54700	58450	62250
KERN	Very low income	13550	15500	17400	19350	20900	22450	24000	25550
Area median:	Lower income	21650	24750	27850	30950	33450	35900	38400	40850
\$38,700	Median income	27100	30950	34850	38700	41800	44900	48000	51100
	Moderate income	32500	37150	41800	46450	50150	53900	57600	61300
KINGS	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
LAKE	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
LASSEN	Very low income	13750	15700	17700	19650	21200	22800	24350	25950
Area median:	Lower income	22000	25150	28300	31450	33950	36450	39000	41500
\$39,300	Median income	27500	31450	35350	39300	42450	45600	48750	51900
	Moderate income	33000	37700	42450	47150	50900	54700	58450	62250

**Income Limits By County**  
**Appendix E**

		NUMBER OF PERSONS IN FAMILY							
COUNTY	STANDARD	1	2	3	4	5	6	7	8
LOS ANGELES Area median: \$49,800	Very low income	17950	20500	23100	25650	27700	29750	31800	33850
	Lower income	28750	32850	36950	41050	44300	47600	50900	54150
	Median income	35900	41050	46150	51300	55400	59500	63600	67700
	Moderate income	43100	49250	55400	61550	66450	71400	76300	81250
MADERA Area median: \$36,500	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
MARIN Area median: \$68,600	Very low income	24000	27450	30850	34300	37050	39800	42550	45300
	Lower income	32200	36800	41400	46000	49700	53350	57050	60700
	Median income	48000	54900	61750	68600	74100	79600	85050	90550
	Moderate income	57600	65850	74050	82300	88900	95450	102050	108650
MARIPOSA Area median: \$36,700	Very low income	12850	14700	16500	18350	19800	21300	22750	24200
	Lower income	20550	23500	26400	29350	31700	34050	36400	38750
	Median income	25700	29350	33050	36700	39650	42550	45500	48450
	Moderate income	30850	35250	39650	44050	47550	51100	54600	58150
MENDOCINO Area median: \$37,800	Very low income	13250	15100	17000	18900	20400	21900	23450	24950
	Lower income	21150	24200	27200	30250	32650	35100	37500	39900
	Median income	26450	30250	34000	37800	40800	43850	46850	49900
	Moderate income	31750	36300	40800	45350	49000	52600	56250	59850
MERCED Area median: \$36,500	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
MODOC Area median: \$36,500	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
MONO Area median: \$42,400	Very low income	14950	17100	19200	21350	23050	24750	26450	28200
	Lower income	23900	27350	30750	34150	36900	39600	42350	45100
	Median income	29900	34150	38450	42700	46100	49550	52950	56350
	Moderate income	35900	41000	46150	51250	55350	59450	63550	67650
MONTEREY Area median: \$48,200	Very low income	16850	19300	21700	24100	26050	27950	29900	31800
	Lower income	27000	30850	34700	38550	41650	44750	47800	50900
	Median income	33750	38550	43400	48200	52050	55900	59750	63600
	Moderate income	40500	46300	52050	57850	62500	67100	71750	76350

**Income Limits By County**  
**Appendix E**

		NUMBER OF PERSONS IN FAMILY							
COUNTY	STANDARD	1	2	3	4	5	6	7	8
NAPA	Very low income	18150	20700	23300	25900	27950	30050	32100	34200
Area median:	Lower income	29000	33150	37300	41450	44750	48050	51400	54700
\$51,800	Median income	36250	41450	46600	51800	55950	60100	64250	68400
	Moderate income	43500	49700	55950	62150	67100	72100	77050	82050
NEVADA	Very low income	15800	18100	20350	22600	24400	26200	28000	29850
Area median:	Lower income	25300	28950	32550	36150	39050	41950	44850	47750
\$45,200	Median income	31650	36150	40700	45200	48800	52450	56050	59650
	Moderate income	38000	43400	48850	54250	58600	62950	67250	71600
ORANGE	Very low income	23050	26300	29600	32900	35550	38150	40800	43450
Area median:	Lower income	31700	36250	40750	45300	48900	52550	56150	59800
\$65,800	Median income	46050	52650	59200	65800	71050	76350	81600	86850
	Moderate income	55250	63150	71050	78950	85250	91600	97900	104200
PLACER	Very low income	18000	20550	23150	25700	27750	29800	31850	33900
Area median:	Lower income	28800	32900	37000	41100	44400	47700	51000	54300
\$51,400	Median income	36000	41100	46250	51400	55500	59600	63750	67850
	Moderate income	43200	49350	55550	61700	66650	71550	76500	81450
PLUMAS	Very low income	12850	14700	16500	18350	19800	21300	22750	24200
Area median:	Lower income	20550	23500	26400	29350	31700	34050	36400	38750
\$36,700	Median income	25700	29350	33050	36700	39650	42550	45500	48450
	Moderate income	30850	35250	39650	44050	47550	51100	54600	58150
RIVERSIDE	Very low income	16300	18600	20900	23250	25100	26950	28850	30700
Area median:	Lower income	26050	29750	33500	37200	40150	43150	46150	49100
\$46,500	Median income	32550	37200	41850	46500	50200	53950	57650	61400
	Moderate income	39050	44650	50200	55800	60250	64750	69200	73650
SACRAMENTO	Very low income	18000	20550	23150	25700	27750	29800	31850	33900
Area median:	Lower income	28800	32900	37000	41100	44400	47700	51000	54300
\$51,400	Median income	36000	41100	46250	51400	55500	59600	63750	67850
	Moderate income	43200	49350	55550	61700	66650	71550	76500	81450
SAN BENITO	Very low income	17000	19450	21850	24300	26250	28200	30150	32100
Area median:	Lower income	27200	31100	35000	38900	42000	45100	48200	51300
\$48,600	Median income	34000	38900	43750	48600	52500	56400	60250	64150
	Moderate income	40800	46650	52450	58300	62950	67650	72300	76950
SAN BERNARDINO	Very low income	16300	18600	20900	23250	25100	26950	28850	30700
Area median:	Lower income	26050	29750	33500	37200	40150	43150	46150	49100
\$46,500	Median income	32550	37200	41850	46500	50200	53950	57650	61400
	Moderate income	39050	44650	50200	55800	60250	64750	69200	73650

**Income Limits By County**  
**Appendix E**

		NUMBER OF PERSONS IN FAMILY							
COUNTY	STANDARD	1	2	3	4	5	6	7	8
SAN DIEGO	Very low income	17800	20300	22850	25400	27450	29450	31500	33550
Area median:	Lower income	28450	32500	36600	40650	43900	47150	50400	53650
\$50,800	Median income	35550	40650	45700	50800	54850	58950	63000	67050
	Moderate income	42650	48750	54850	60950	65850	70700	75600	80450
SAN FRANCISCO	Very low income	24000	27450	30850	34300	37050	39800	42550	45300
Area median:	Lower income	32200	36800	41400	46000	49700	53350	57050	60700
\$68,600	Median income	48000	54900	61750	68600	74100	79600	85050	90550
	Moderate income	57600	65850	74050	82300	88900	95450	102050	108650
SAN JOAQUIN	Very low income	15300	17500	19650	21850	23600	25350	27100	28850
Area median:	Lower income	24450	27950	31450	34950	37750	40550	43350	46150
\$43,700	Median income	30600	34950	39350	43700	47200	50700	54200	57700
	Moderate income	36700	41950	47200	52450	56650	60850	65050	69250
SAN LUIS OBISPO	Very low income	16150	18500	20800	23100	24950	26800	28650	30500
Area median:	Lower income	25850	29550	33250	36950	39900	42850	45850	48800
\$46,200	Median income	32350	36950	41600	46200	49900	53600	57300	61000
	Moderate income	38800	44350	49900	55450	59900	64300	68750	73200
SAN MATEO	Very low income	24000	27450	30850	34300	37050	39800	42550	45300
Area median:	Lower income	32200	36800	41400	46000	49700	53350	57050	60700
\$68,600	Median income	48000	54900	61750	68600	74100	79600	85050	90550
	Moderate income	57600	65850	74050	82300	88900	95450	102050	108650
SANTA BARBARA	Very low income	18000	20550	23150	25700	27750	29800	31850	33900
Area median:	Lower income	28800	32900	37000	41100	44400	47700	51000	54300
\$51,400	Median income	36000	41100	46250	51400	55500	59600	63750	67850
	Moderate income	43200	49350	55550	61700	66650	71550	76500	81450
SANTA CLARA	Very low income	27000	30900	34750	38600	41700	44800	47850	50950
Area median:	Lower income	32200	36800	41400	46000	49700	53350	57050	60700
\$77,200	Median income	54050	61750	69500	77200	83400	89550	95750	101900
	Moderate income	64850	74100	83400	92650	100050	107450	114900	122300
SANTA CRUZ	Very low income	20550	23500	26400	29350	31700	34050	36400	38750
Area median:	Lower income	32150	36750	41350	45900	49600	53250	56950	60600
\$58,700	Median income	41100	46950	52850	58700	63400	68100	72800	77500
	Moderate income	49300	56350	63400	70450	76100	81700	87350	93000
SHASTA	Very low income	13000	14850	16700	18550	20050	21500	23000	24500
Area median:	Lower income	20800	23750	26700	29700	32050	34450	36800	39200
\$37,100	Median income	25950	29700	33400	37100	40050	43050	46000	48950
	Moderate income	31150	35600	40050	44500	48050	51600	55200	58750



**Income Limits By County**  
**Appendix E**

		NUMBER OF PERSONS IN FAMILY							
COUNTY	STANDARD	1	2	3	4	5	6	7	8
SIERRA	Very low income	13650	15600	17550	19500	21050	22600	24200	25750
Area median:	Lower income	21850	24950	28100	31200	33700	36200	38700	41200
\$39,000	Median income	27300	31200	35100	39000	42100	45250	48350	51500
	Moderate income	32750	37450	42100	46800	50550	54300	58050	61800
SISKIYOU	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
SOLANO	Very low income	18150	20700	23300	25900	27950	30050	32100	34200
Area median:	Lower income	29000	33150	37300	41450	44750	48050	51400	54700
\$51,800	Median income	36250	41450	46600	51800	55950	60100	64250	68400
	Moderate income	43500	49700	55950	62150	67100	72100	77050	82050
SONOMA	Very low income	19000	21700	24450	27150	29300	31500	33650	35850
Area median:	Lower income	30400	34750	39100	43450	46900	50400	53850	57350
\$54,300	Median income	38000	43450	48850	54300	58650	63000	67350	71700
	Moderate income	45600	52100	58650	65150	70350	75550	80800	86000
STANISLAUS	Very low income	14850	16950	19100	21200	22900	24600	26300	28000
Area median:	Lower income	23750	27150	30550	33900	36650	39350	42050	44750
\$42,400	Median income	29700	33900	38150	42400	45800	49200	52600	55950
	Moderate income	35650	40700	45800	50900	54950	59050	63100	67200
SUTTER	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
TEHAMA	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
TRINITY	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800
TULARE	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
Area median:	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
\$36,500	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800

**Income Limits By County**  
**Appendix E**

		NUMBER OF PERSONS IN FAMILY							
COUNTY	STANDARD	1	2	3	4	5	6	7	8
TUOLUMNE Area median: \$39,200	Very low income	13700	15700	17650	19600	21150	22750	24300	25850
	Lower income	21950	25100	28200	31350	33850	36400	38900	41400
	Median income	27450	31350	35300	39200	42350	45450	48600	51750
	Moderate income	32950	37650	42350	47050	50800	54600	58350	62100
VENTURA Area median: \$63,100	Very low income	22100	25250	28400	31550	34050	36600	39100	41650
	Lower income	31700	36250	40750	45300	48900	52550	56150	59800
	Median income	44150	50500	56800	63100	68150	73200	78250	83300
	Moderate income	53000	60550	68150	75700	81750	87800	93850	99900
YOLO Area median: \$52,500	Very low income	18400	21000	23600	26250	28350	30450	32550	34650
	Lower income	29400	33600	37800	42000	45350	48700	52100	55450
	Median income	36750	42000	47250	52500	56700	60900	65100	69300
	Moderate income	44100	50400	56700	63000	68050	73100	78100	83150
YUBA Area median: \$36,500	Very low income	12800	14600	16400	18250	19700	21150	22650	24100
	Lower income	20450	23350	26300	29200	31550	33850	36200	38550
	Median income	25550	29200	32850	36500	39400	42350	45250	48200
	Moderate income	30650	35050	39400	43800	47300	50800	54300	57800

Higher income limits apply to families with more than eight persons. For all income groups, the income limits for families larger than eight persons are determined as follows: for each person in excess of eight, add eight percent of the four-person income limit base to the eight-person limit, and round the answer to the nearest \$50. For example, the nine-person very low income limit for Alameda County is \$44,350. ( $\$31650 \times .08 = \$2,532$ ;  $\$41,800 + \$2,532 = \$44,332$ ;  $\$44,332$  rounded =  $\$44,350$ .)

*Authority: Section 50093, Health and Safety Code.*

*Reference: Sections 50079.5, 50093, and 50105, Health and Safety Code.*

HUD 1/7/98